

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
"HONORING CALIFORNIA'S VETERANS"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION:

**Supervising Nurse II (8129)
Full-Time, Permanent
\$5139.00-\$6653.00
Plus \$600.00 per month Recruitment and Retention Bonus**

LOCATION:

Nursing Services

FINAL FILE:

CONTINUOUS

DUTIES & RESPONSIBILITIES:

The predominant duties for this position include, but are not limited to:

- Reassign nursing personnel to other units on an assigned shift if a shortage of personnel occurs on that unit which would be detrimental to patient care. The assignment is only to be for the remainder of that shift. Any permanent reassignment of personnel would be coordinated with the SRN on the unit of which that employee has been permanently placed and the SRN on the ward on which they desire to be placed. Keep records of attendance of float employees on assigned shift. Manages attendance problems of float employees on assigned shift through oral and written corrective interview process. Keeps the SRN informed of attendance problems of employees regularly scheduled on their units on the PM and nightshift. Coordinates with SRN in scheduling vacations and holiday time off.
- Regularly checks nursing records for accuracy, completeness, and neatness. Takes necessary action to correct deficiencies. Routinely checks environmental conditions in patient care areas regarding sanitation, safety factors, temperature, ventilation, noise level, etc. Takes corrective action when indicated. Makes complete ward rounds at least once in the evening and night shift.
- Assists SRN in counseling nursing staff concerning job performance when indicated. On day shift, completes performance evaluations on SRNs in their area. On PM and night shift, assists the SRN in completing performance evaluations on RNs assigned to their shift.
- Observes patients and assesses their nursing needs. Arranges for appropriate medical attention. Helps resolve problems related to nursing care of individual patients.
- Responsible for assisting the Clinical Coordinator of Nursing Service in the overall management of nursing personnel. Supports the SRN in the management of their individual units. Assumes responsibility for clinical and administrative aspects of Nursing Service on the evening and night shift and during other absences of the Clinical Coordinator and/or Assistant Administrator of Patient Care Services.
- Attends committee meetings as Clinical Coordinator representative.
- Supports established policies and procedures of the Veterans Home and Nursing Service. Makes suggestions through appropriate channels for change of policies and procedures when indicated.
- Works Overtime
- Other duties as related.

REQUIREMENT: CALIFORNIA RN LICENSE

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Supervising Nurse II, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

Applications are available on-line at www.spb.ca.gov

HOW TO APPLY:

Candidates should submit a State Application (Std. 678) and copy of valid California RN License and resume to:

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
WWW.CDVA.CA.GOV

Release Date: January 11, 2007